

TRANSCRIPT REQUEST

Transcripts provide a complete academic record of your time at the BAC. They include your grades, credits, and degree/certificate information. "Official" transcripts are embossed, signed by the Registrar, and are printed on official transcript paper and come in sealed envelopes. "Unofficial" transcripts are not embossed, or signed by the Registrar, and are printed on plain paper. **Transcripts may be mailed or picked up in person; we do not fax or email transcripts.** Transcripts will only be provided to those students who do not have outstanding financial obligations to the institution. Transcript requests are generally processed within two-three business days; requests may take longer during busy academic periods. There is no charge for transcripts.

STUDENT INFORMATION

Student Name: _____ BAC ID# _____

Address: _____

Date of Birth: _____ Email: _____

Name at the time of attendance (if different than above): _____

Program(s)* attended while at the BAC: _____

Dates of Attendance: _____

**Transcripts will be processed for the program(s) listed above.*

TRANSCRIPT REQUEST

Please Indicate the type(s) of transcript being requested: Official Unofficial

Number of Transcripts being requested: Official _____ Unofficial _____

Transcript Delivery:

- I will pick the transcript(s) up at the Registrar's Office
 Please mail my transcript(s) to my address listed above
 Please mail my transcript(s) to the following address: _____

By signing below, I authorize the release of my academic record to the recipients as provided above.

Signature: _____ Date: _____

Office Use Only:

Rec. Date:	Reg Signature:	Bursar Signature:	F.A. Signature
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